

# **Manchester School District, SAU #37**

## **Human Resources Department**

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195 McGregor Street, Suite 201 Manchester, NH 03102  
Phone: 603/624-6300 ~ Fax: 603/628-6229  
www.mansd.org

### **Enrichment Instructors, Program Support (Part-time)** **21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC)** (Not affiliated with any Union or Association)

**POSTED DATE:** July 29, 2011 – August 26, 2011

**SCHOOL LOCATIONS:**     **Elementary Schools:** Bakersville, Beech, Gossler, Hallsville, McDonough, Northwest, Wilson  
                                      **Middle Schools:** Hillside, McLaughlin, Parkside, Southside  
                                      **High School:** Central

#### **QUALIFICATIONS:**

- Instructors - Bachelors Degree and NH Teacher Certification required (for academic classes)
- College students (enrichment/recreational classes, homework help, operations, data entry)
- High school students (operations, homework help, recreational classes)

**MAJOR RESPONSIBILITIES:** Teach enrichment classes or provide program support at the above locations as part of the 21<sup>st</sup> CCLC program. Classes could consist of academic topics, hobbies or life skills. Program support duties may include assisting with homework help, program operations, data entry, recreational/enrichment classes and snack distribution.

**REPORTS TO:** School 21<sup>st</sup> CCLC Site Coordinator

**SALARY RANGE:** District Certified teachers: \$25 /hr  
District paraprofessionals: current rate of pay  
Instructors (non-district): \$8 - \$15 per hour, depending on experience and education as follows: \$8 high school students, \$10 college students, and \$15 for instructors with a college degree and experience.

**SCHEDULE:** Mondays – Fridays September 19, 2010 – June 8, 2012  
2:30 – 5:30pm (elementary and high schools)  
2:00 – 5:00pm (middle schools)

#### **APPLICATION PROCEDURE:**

Please submit applications to the 21<sup>st</sup> CCLC program at the address below. Please indicate your preferred school location.

**Job Code: 21CCLC Instructor**  
21<sup>st</sup> CCLC Program, (Please indicate school preference)  
Manchester School District  
195 McGregor Street, Suite 201  
Manchester, NH 03102

*It is the policy of the Manchester Board of School Committee, in its actions, and those of its employees, that there shall be no discrimination on the basis of age, sex, race, color, marital status, physical or mental disability, religious creed, national origin or sexual orientation for employment in, or operation and administration of any program or activity in the Manchester School District.*